



State of Rhode Island and Providence Plantations
DEPARTMENT OF BUSINESS REGULATION (DBR)
1511 Pontiac Avenue, Bldg. 68-2
Cranston, Rhode Island 02920

Division of
Design
Professionals

BOARD OF EXAMINERS OF
LANDSCAPE ARCHITECTS

MINUTES OF THE MEETING

DATE: 29 January 2014
PLACE: 1511 Pontiac Avenue, Building 68-1 Conference Room, Cranston, RI

MEMBERS PRESENT Chair Michael Dowhan, Vice-Chair Steven Pilz, Secretary Sara Bradford,
Members John Carter and Margaret E. Ryan

MEMBER ABSENT: None

OTHERS PRESENT: Mrs. Dawne Broadfield, Board Executive

(1) **CALL TO ORDER** - Chair Dowhan called the meeting to order at 2:03 p.m.

(2) **APPROVAL OF THE MINUTES OF THE PREVIOUS MEETING(S)**

Chair Dowhan move to accept 4 December 2013 regular meeting minutes with corrections noted. Vice-Chair Pilz seconded. Motion passed, three (3) in favor, two (2) abstained. Voting in favor were Chair Dowhan, Vice-Chair Pilz, and Member Carter. Secretary Bradford and Member Ryan abstained from the vote, since they were not present at the meeting.

Chair Dowhan moved to accept 4 December 2013 executive meeting minutes. Chair Dowhan seconded. Motion passed, three (3) in favor, two (2) abstained. Voting in favor were Chair Dowhan, Vice-Chair Pilz, and Member Carter. Secretary Bradford and Member Ryan abstained since they were not at that meeting.

(3) **APPLICATIONS**

LA Registration by Reciprocity (RI State Supplemental Exam – PENDING)

Bruce E. Meeks

Vice-Chair Pilz moved to approve *Bruce E. Meeks* to take the Rhode Island State Supplemental Examination (RISSE). Member Carter seconded. Motion passed, five (5) in favor, zero (0) absent. Voting in favor were Chair Dowhan, Vice-Chair Pilz, Secretary Bradford, Member Carter and Member Ryan.

LA Registration by Initial Registration (RI State Supplemental Exam – PENDING)

Dharshini Joseph

Vice-Chair Pilz moved to accept Initial Registration for *Dharshini Joseph* to take the Rhode Island State Supplemental Examination (RISSE) upon satisfying the other three (3) requirements. Member Carter seconded. Motion passed, five (5) in favor, zero (0) absent. Voting in favor were Chair Dowhan, Vice-Chair Pilz, Secretary Bradford, Member Carter and Member Ryan.

C.O.A.:

LA COA Applications to be reviewed

No Certificate of Authorization (COA) applications were presented.

(4) OLD BUSINESS

1. State Annual Building Officials Meeting

Member Carter will follow-up and reach out again to establish a meeting date and will also prepare “draft” presentation to be utilized.

(5) NEW BUSINESS

1. Discussion to look at the Certificate of Authorization application to determine “responsible charge” language regarding who signs and stamps (See RI General Laws §5-51-11.)

The Certification of Authorization (COA) was reviewed. Changes were made for clarity. Wording will be added to the responsible charge section as follows: “Only those listed below are authorized to stamp and sign plans.” Wording will be deleted in the responsible charge section as follows: “Are you listed on any other COAs?”

2. Form Letters

a. Registration Form letter

Chair Dowhan moved to approve the *Registration Form Letter* as amended at this meeting. Vice-Chair Pilz seconded. Motion passed, five (5) in favor, zero (0) absent. Voting in favor were Chair Dowhan, Vice-Chair Pilz, Secretary Bradford, Member Carter and Member Ryan.

b. Certificate of Authorization (COA) Amended Application Approval

Chair Dowhan moved to approve the *COA Amended Application Approval Form Letter* as amended at this meeting. Secretary Bradford seconded. Motion passed, five (5) in favor, zero (0) absent. Voting in favor were Chair Dowhan, Vice-Chair Pilz, Secretary Bradford, Member Carter and Member Ryan.

3. a. Meeting Schedule

b. Next meeting – February 26, 2014

(6) CORRESPONDENCE

1. RIASLA Chapter News – January - February 2014 – So noted.

2. CLARB Member Board E-News – December 2013 and January 2014 - So noted.

(7) EXECUTIVE SESSION

Because of the nature of the following items, Chair Dowhan moved to convene into Executive Session at 3:11 p.m. pursuant to Rhode Island General Laws, §42-46-5(a)(2) for sessions or work sessions pertaining to collective bargaining or litigation under §42-46-5(a)(4) for investigative proceedings regarding allegations of civil or criminal misconduct. Vice-Chair Pilz seconded. Motion passed, five (5) in favor, zero (0) absent. Voting in favor were Chair Dowhan, Vice-Chair Pilz, Secretary Bradford, Member Carter and Member Ryan.

Member Carter moved to adjourn from Executive Session and to reconvene to an open meeting at 3:29 p.m. pursuant to Rhode Island General Laws, §42-46-4 and record the votes taken as follows: No votes were taken. Secretary Bradford seconded. Motion passed, five (5) in favor, zero (0) absent. Voting in favor were Chair Dowhan, Vice-Chair Pilz, Secretary Bradford, Member Carter and Member Ryan.

(8) **ADJOURNMENT**

Secretary Bradford moved to adjourn the meeting at 3:42 p.m. Member Carter seconded. Motion passed, five (5) in favor, zero (0) absent. Voting in favor were Chair Dowhan, Vice-Chair Pilz, Secretary Bradford, Member Carter and Member Ryan.